

Hillary K. Fort
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EDUCATION

Ball State University
Bachelor of Fine Arts – expected May 2010
Overall GPA – 3.0/4.0
Major: Telecommunications; **Concentration:** Production – GPA 3.32/4.0
Minors: French, Technical Theatre, Theatre

RELATED EXPERIENCE

Stage Manager, Ball State University Department of Theatre and Dance
February 2010 – April 2010 (**currently working on**)
The Promise, directed by Keaton Wooden

Makeup and Costume Assistant, Ball State University Department of Theatre and Dance
February 2010

Macbeth, directed by Wendy Mortimor and Drew Vidal

- Assisted cast members in the application of makeup and costumes
- Performed other small costume/makeup tasks as needed

Stage Manager, Ball State University Department of Theatre and Dance
October 2009 – November 2009

Criminal Genius, one-act from George Walker's *Suburban Motel*, directed by Derrick Ramey

- Communicator between actors and director
- Coordinated emails and schedules along with director
- Created the program
- Called cues and lines during rehearsals and performances

Costume Dresser, Ball State University Department of Theatre and Dance
February 2008

Love's Labour's Lost, directed by Karen Kessler

- Assisted actors in putting on costumes
- Washed, dried, ironed, and hung up costumes on assigned evenings
- Marked all tears, stains, and alterations after every performance

Lightboard Operator, Ball State University Department of Theatre and Dance
February 2007

The Colored Museum, directed by Dwandra Lampkin

- Followed cues given by Stage Manager

Stage Manager, Avon High School Theatre

Approx. January 2004 – July 2006

Worked under the direction of Lori Riley, Tom Edwards and Jim Hoffman

Shows include: *The Lady Cries Murder*, *West Side Story*, *Scene Night* (Student directed variety show) and *The Musical Comedy Murders of 1940*

- Helped build and paint set pieces for multiple shows
- Occasionally ran light board, spots, and crew
- Assisted in choir, band, and children's shows that used theatre space

WORK EXPERIENCE

Resident Assistant, Ball State University Housing and Residence Life

August 2008 – May 2010

- Facilitated community development
- Completed administrative responsibilities, including, but not limited to meetings, front desk hours, and training
- Utilized the proper people and procedures in crisis and disciplinary situations
- Reported weekly to supervisor about what was happening in the hall

Orientation Assistant, Ball State University Housing and Residence Life

May 2009 – July 2009

- Provided information to "hotel" guests as needed
- Reported weekly to supervisor about issues and concerns
- Completed administrative responsibilities, including, but not limited to meetings, front desk hours, and duty

Night Desk Attendant, Ball State University Housing and Residence Life

September 2006 – May 2008

- Stood as Security Checkpoint after midnight
- Utilized proper people and procedures in crisis and disciplinary situations

CVS/Pharmacy, Pharmacy Technician (licensed)

Summers and Holidays, 2006 – 2007 (still on file)

- Cashier and organizational work
- Communicate between insurance companies and patients
- Input and filled prescriptions

Theatre Employee, Avon High School Theatre

Approx. January 2004 – July 2006

Worked under the supervision of Lori Riley

- Helped build and paint set pieces for multiple shows
- Adjusted lights and gels according to director's needs
- Assisted in all choir, band, and shows that used theatre space

OTHER SKILLS

Proficient at MS Word, Excel, and Powerpoint
Working knowledge of After Effects, Photoshop, DVD StudioPro, Motion and Final Cut Pro
Training in Carpentry, Electrics, Makeup, Costuming, Acting, Stage Management,
Wigs/Hair, Painting, Properties and Cameras
Valid Driver's License

HONORS/AWARDS/RECOGNITION

High School

- National Honor Society
- Yearbook Editor-in-Chief
- Graduated with Honors
- Stage Manager of the Year

College

- National Residence Hall Honorary (Ruth Peters Chapter)
 - Recognition Chair (Spring 2010)

REFERENCES AVAILABLE UPON REQUEST